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Office Memorandum • UNITED STATES GOVERNMENT

TO : DC/IS

DATE: 19 September 1958

FROM : Chief, Clerical Training

SUBJECT: Major Activities During March - August 1958: Clerical Training

1. This is in response to your memorandum dated 17 September 1958. A summary of the major activities in Clerical Training during March - August 1958 follows:

(a) In Clerical Induction Training [] new trainees entered classes; however, the total in training during this interval numbered [] 25X9

(b) There were [] trainees in Clerical Orientation Training. One-half day of instruction in Communism organization and ideology was given to these trainees. 25X9

(c) Clerical Refresher Training was cancelled for the period, 4 - 29 August, and offered only in part during the preceding running, 30 June - 25 July. Nevertheless [] on-duty employees attended the courses offered. 25X9

(d) During this period the following special training courses were offered within Clerical Training:

1. Non-clerical Basic Typewriting Course #7 was held from 24 March through 16 May 1958. Seventeen on-duty professionals completed this training.

2. Typewriting Training for FDD Staff Personnel was held from 10 March - 25 April 1958. Seventeen on-duty professionals completed this training.

3. Junior Officer Trainees were given typewriting training: 6 attended the regularly scheduled Typing Techniques Review Class; 8 attended a special course where they learned the fundamentals of the touch system of typewriting.

4. At the request of DDP, 6 trainees were given tutorial assistance in telephone usage in June 1958.

5. Clerical Training has offered as a service to Agency Offices, "unofficial" testing in both short-hand and typewriting to on-duty clericals who are preparing for overseas assignments. During

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(1) A special project which was undertaken by the Assessment and Evaluation Staff/OTR and used, in part, by Clerical Induction Training was a "progress scale." This was designed as an aid in determining which trainees were unlikely to achieve Agency standards in typewriting and shorthand. Full use of the scale was limited at the request of the Office of Personnel; however, Clerical Induction training continued to maintain records of the trainees who would have been affected by its progress determinants.



25X1A

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